



# Hendry County Sheriff's Office

## General Order 5.6

<b>TITLE:</b> Time Sensitive Activities	
<b>ORIGINATION DATE:</b> August 4, 2018	<b>REVISION DATE:</b> May 7, 2019
<b>RELATED REFERENCES:</b> <i>Time Sensitive Activity Form</i>	
<b>CFA:</b>	
<b>REVIEW FREQUENCY:</b> 3 YEARS 2022	<b>DATE OF NEXT REVIEW:</b> May 7,

**I. PURPOSE:** To establish guidelines for time sensitive activities.

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**II. SCOPE:** This order shall apply to all sheriff's office members.

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**III. POLICY:** It is the policy of the Hendry County Sheriff's Office that required reports shall be completed by assigned specified units and in accordance with an established reporting schedule.

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#### **IV. PROCEDURE:**

The Hendry County Sheriff's Office maintains an administrative activity reporting system that includes various reports, documentation, and training requirements. This system is designed to provide management information on activities within the agency, and ensure training requirements are met. It further ensures communication of information up and down the chain of command.

The accreditation manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by accreditation requirements are accomplished, with the exception of employee evaluations that are tracked by Human Resources. It is each individual district/unit's responsibility to ensure that reporting, documentation, and training are kept current and distributed to recipients according to Time Sensitive Activities Form.

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**